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CS 207: Advanced Office Productivity II

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CS 207 Syllabus spring 2010
Advanced Office Productivity II

Instructor : Mrs. Amanda Hood (amanda.hood@wright.edu) We will keep all correspondence for this course through WebCT ONLY.
Office : 303 Russ (office hours by appt. only)
Dept. Office : 303 Russ
Phone : (937) 775-5131 (leave message)

Office Hours

Office hours will be on an appointment basis. Feel free to e-mail me with any questions. Please give up to 24 hours for me to respond.

Course Description

This course covers post-advanced microcomputer applications including Microsoft Office Word 2007, Excel 2007, Access 2007, and PowerPoint 2007. Topics include: creating an online form, working with macros and Visual Basic for Applications (VBA), working with a master document, and index and a table of contents, linking an Excel worksheet and charting its data in Word, formula auditing, data validation, and complex problem solving in Excel, importing data into Excel, working with PivotCharts, PivotTables, and trendlines in Excel, creating a PivotTable List, advanced Access report and form techniques, and creating a multi-page form, administering a database system, creating a self-running presentation containing shapes, templates and clips.

Course Format

A combination of lecture and lab activities will be used during class. Typically, the first part of the class will be dedicated to lecture and the remainder of the class will be used to complete lab-based assignments. A training CD is available to provide supplemental task based instruction. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

Credit Hours 4 quarter hours

Course-Prerequisites

CS 205 and 206.

Objectives

- 1) Extend and solidify students' knowledge of Microsoft Office 2007 software packages of Word, Excel, Access, and PowerPoint.
- 2) Acquaint students with the procedures to create and manipulate sophisticated documents, workbooks, databases, and presentations.
- 3) Assist students in making ready for theses and paper preparation and research conduct, documentation and analysis.

Course Goals

1. To understand the fundamentals of computing so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions.
3. To be aware of the latest technologies and their application to organizations.
4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions.

Required Material

Microsoft Office 2007 Post-Advanced Concepts and Techniques, Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat, Course Technology.

Requirements, Grading and Policies

90 -100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59% and below	F

The grade breakdown is as follows: A=290-260 pts., B=259-231 pts., C=230-202 pts., D=201-173 pts., F=below 174 pts.

Lab Exercises (Includes In the Lab assignments only—9 at 10 points each)	90 points
Make it Right assignments (11 at 10 points each)	110 points
Project 1	100 points
Project 2	100 points
Total	400 points

Each **Make It Right** assignment is worth 3 extra credit points. This is a total of 33 possible extra credit points, should you choose to do the assignments. Not only could these greatly help your grade, they also aid in your understanding of the chapters, along with preparing you for upcoming exams.

***Do quality work! Neatness, spelling, grammar, typographical errors, and not following instructions, will all result in assignment point deductions. It is important that you utilize your lab time while it is available to you. You may easily fall behind if you do not work on your assignments at home. Please feel free to ask any questions regarding the labs and/or assignments. I am happy to help!

Homework and Assignments

In addition to formal lab assignments, your homework **each week includes reading the assigned chapters** and/or handouts, and completing the assigned exercises.

- Students who have not performed the necessary preparatory work will have difficulty working on the lab assignments.

On the assignments, **include your full name and assignment title on all work turned in for this course. Also, please save all work with an underscore and your last name at the end. (Example: ass1_hood.docx, ass2_hood.pptx, etc.)**

Late Work Policy

No late assignments will be accepted without a documented illness or emergency!

Plagiarism/Academic Dishonesty

Academic dishonesty, of any kind, will not be tolerated in this course. As outlined in the student handbook, any student caught cheating, copying files, etc. will receive a **minimum punishment of an "F"** for the assignment, and repeated or flagrant violations will be punished more severely.

Class Attendance

This is a distance course. It is taught online, and no class meetings are required. See the class schedule below.

Policy Revisions

The instructor reserves the right to make any changes to the syllabus or above stated policies and procedures. Students will be notified if changes are made in lab, during class, or via WebCT.

Computer Labs

Labs in 152C Russ Center are open 7 days a week, 24 hours per day. You may have to present your Student ID and class registration form. Open lab hours for 320 Oelman will also be announced/posted in class.

Assignments

All assignments are graded according to grade criteria. You will turn in all assignments through WebCT drop boxes. Please remember to put your name, project number, and section number on your disk. You may want to use pencil to be able to erase and re-use disks as needed. Please also be careful to use the correct filenames for your assignments. Grades will be recorded through WebCT.

Class Thoughts

- Save early and save often.
- Watch for deadlines. **Assignments will not be accepted late without documentation of an illness or emergency.**
- The network drive erases files when the computer is turned off. Only use this drive to save temporarily, if at all.
- The student data files needed by the book are on the C: drive, as well as being able to be downloaded from course.com.
- If you need help, ask!
- You are responsible for following the responsible use of computing equipment guidelines. Please refer to <http://www.wright.edu/wrightway/3002.html> for complete information.

Tentative Course Schedule—Please check Assignment Due Dates page for all Due Dates/Times!

****instructor reserves the right to make any changes to this schedule throughout the quarter**

Date	Assignments
	No class meeting, unless noted below
<u>Week 1</u>	Read Word Chapter 7.

<u>Word Chapters 7 & 8</u>	Complete Make It Right on Page WD 554-555. Read Word Chapter 8. Complete Make It Right on Page WD 632-633.
<u>Week 2</u> <u>Word Chapter 9</u>	Read Word Chapter 9. Complete Make It Right WD 707-708. Page WD 708, In the Lab 1.
<u>Week 3</u> <u>Excel Chapter 7</u>	Read Excel Chapter 7. Complete Make It Right on Page EX 609. Excel Chapter 7 Page EX 618, In the Lab 3.
<u>Week 4</u> <u>Excel Chapter 8</u>	Read Excel Chapter 8. Complete Make It Right on Page EX 694. Excel Chapter 8 Page EX 698, In the Lab 3.
<u>Week 5</u> <u>Excel Chapter 9</u>	Read Excel Chapter 9. Complete Make It Right on Page EX 775. Excel Chapter 9 Page EX 780, In the Lab 3.
<u>Week 6</u> <u>Access Chapter 7 and Project 1</u>	Project 1--Word and Excel Read Access Chapter 7. Complete Make It Right Page AC 516. Access Chapter 7 Page AC 518, In the Lab 2.
<u>Week 7</u> <u>Access Chapter 8</u>	Read Access Chapter 8. Complete Make It Right on Page AC 590. Access Chapter 8 Page AC 593, In the Lab 2.
<u>Week 8</u> <u>Access Chapter 9</u>	Read Access Chapter 9. Complete Make It Right on Page AC 667. Access Chapter 9 Page AC 669, In the Lab 2.
<u>Week9</u> <u>PowerPoint Chapter 5</u>	Read PowerPoint Chapter 5. Complete Make It Right on Page PPT 369. PowerPoint Chapter 5 Page PPT 370, In the Lab 1.
<u>Week 10</u>	Project 2----Access and PowerPoint

<u>PowerPoint</u> <u>Chapter 6 and</u> <u>Project 2</u>	Read PowerPoint Chapter 6. Complete Make It Right on Page PPT 438. PowerPoint Chapter 6 Page PPT 440. In the Lab 1.
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